

MOHAMMED ABDUL AZHAR

SEEKING FOR ROLE IN HUMAN RESOURCE, ADMINISTRATION, CONTRACTS & BUSINESS MANAGEMENT FIELD.



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Arabia



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ABOUT ME

A highly motivated and adaptable professional with ten years' experience driving success in Human Resources, Administration, Contracts, and Business Management. Proven ability to rapidly learn and significantly contribute to organizational growth, leveraging expertise to maximize results. Demonstrates a strong work ethic and commitment to continuous professional development.

EDUCATION

BACHELOR OF COMMERCE

Dr. B.R. Ambedkar Open
University / Hyderabad / 2013

SKILLS

Executive Correspondence

Project Management

Office Administration

Excellent Time Management Skills

Conflict Management

Public Speaking

Data Analytics

Team Leader

LANGUAGES

English

Urdu

Arabic

Telugu

PERSONAL DETAILS

Date of birth:

21 Jun 1989

Nationality:

Indian

Marital status:

Married

WORK EXPERIENCE

ARAB COMPANY FOR LABORATORIES & SOIL (ACES)

Jan 2020 - Present
Khobar

EXECUTIVE ASSISTANT

- Managed the timely submission of proposals, tender documents, and bid clarifications to clients, ensuring prompt follow-up on updates.
- Reviewed project contracts for accuracy and compliance with company standards.
- Processed invoices efficiently utilizing LIIMS software.
- Coordinated effectively with multiple departments (Administration, Finance, and Geotechnical) to streamline document flow, facilitate project payments, and generate monthly sales reports.
- Handled confidential information with discretion.

SRACO

May 2018 - Oct 2019
Dammam-Saudi Arabia

HR EXECUTIVE

- Managed all employee documentation, ensuring compliance with company policies and legal requirements.
- Coordinated with external agencies to facilitate efficient employee deployment and related paperwork.
- Conducted candidate searches on job boards (Naukri.com, Bayt.com, LinkedIn) and screened applicants for suitability, scheduling face-to-face interviews.
- Prepared and processed employee contracts, adhering to legal and company standards.
- Updated employee information in Oracle HCM, including salary, increments, and allowances, maintaining data accuracy.
- Processed employee settlements, including gratuity payments, during vacations and exits, ensuring compliance with labor laws.

ARAB CENTER FOR LABORATORIES & SOIL (ACES)

May 2013 - Jun 2017
Doha-Qatar

DATA ENTRY OPERATOR / DEPARTMENT SECRETARY

- Managed timely submission of proposals, tender documents, and bid clarifications, ensuring prompt follow-up.
- Processed invoices efficiently using OMS software.
- Coordinated effectively with multiple departments (Administration, Finance, and Geotechnical) to streamline document flow and facilitate project payments.
- Verified employee overtime, project allowances, and Iqama renewal documentation.
- Provided administrative support to Geotechnical, HR, Administration, and Business Development Managers.
- Maintained accurate borehole log descriptions, field, lab, and chemical results within designated software (GINT).

DATA ENTRY OPERATOR

- Proficient in data entry software and keyboarding.
- Accurate and fast data entry skills, exceeding targets.
- Meticulous attention to detail, ensuring data accuracy.
- Ability to identify and correct data entry errors.
- Maintain data confidentiality and security protocols.
- Experience with data validation and cleansing techniques
- High level of proficiency in Microsoft Excel or similar.
- Organized and efficient work habits, meeting deadlines.

HOBBIES

- Travelling & Playing some Indoor games

COURSES

NGCC

Indo American
Institute of
Accounting

Deccan Typing
Institute

MICROSOFT OFFICE

ACCOUNTING PACKAGE (TALLY, FOCUS, WINGS & BRS)

TYPING 50WPM